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**ENGLISH 7**

**Classroom Expectations**

* Raise your hand and wait for permission to speak.
* Be on time to class. (If the student is late, a tardy will be given.)
* Be in your seat, ready to work, for the second bell, as class begins at that time.
* Food and beverages (except water) are not allowed in the classroom.
* Electronic devices are not allowed in the classroom. (If seen, it will be confiscated and turned over to the administration).
* Be a polite and positive participant.
* Speak in a normal tone of voice, and listen attentively.
* Show respect to all members of the school community and their property.
* Honour the ideas and opinions of others.
  + **Consequences:**

Depending on the severity of the infraction, the consequence can be:

* + - A verbal warning
    - A written warning to be signed by parents, for the following school day with any of the following:
      * A supplementary assignment
      * A detention
    - A classroom expulsion with a an administrative intervention.

**Academic Responsibility**

* Bring necessary materials (notebooks, textbook, planner, and appropriate writing tools...) to class.
* Ask for extra help if needed.
* Know due dates.
* Submit all class work and homework on time.
* All missing, incomplete or inadequate homework will be entered as homework not completed.
* All major assignments and evaluations are posted on the classroom bulletin board.
* Any form of plagiarism or cheating will be sanctioned with a mark of zero for the assignment. No make-up assignment will be given. Plagiarism is:
  + Using the work of another as if it were your own, without enclosing the words of others in quotations.
  + Copying from the Internet, from a web page, or from another person without giving credit.
  + Using work you have already submitted without the permission of the teacher.
  + Not using footnotes and other citations when you use ideas that are not your own.
  + Plagiarism can be applied to ideas, research, art, music, graphs, diagrams, websites, data, books, newspapers, magazines, plays, movies, photos, and speeches. (http://www.xu.edu/library/xututor/plagiarism/definition.html)
* Any unforeseeable absence for an evaluation or assessment, validated by the school, may result in a retake (similar to original in spirit) or a “no mark” for the evaluation or assessment. The student must contact the teacher on the day of his/her return to school to make such arrangement with the teacher. If this is a recurrent occurrence, such dispositions may become void.
* Any foreseeable absence for an evaluation or assessment, validated by the school, must be discussed with the teacher prior to the absence. A retake (before or after absence) or a “no mark” for the evaluation or assessment may be arranged. If this is a recurrent occurrence, such dispositions may become void.
* The student is responsible for the work given during his or her absence. Work assigned prior to an absence is due upon return and work assigned during an absence will be due the day following the return to class or as agreed with the teacher upon the return to class. Therefore, to ensure that the work is done on time, he or she should:
  + *For short absences (1-2 days), ask a classmate or the teacher for assignments.*
  + *For longer absence (2 or more days), preferably e-mail the teacher or call the school for the assigned class work.*
  + **Consequences:**
  + After 3 homework assignments not completed in one term:
  + The parents be asked to sign a note in the student’s planner.
  + The student will receive an administrative detention with the Student Behaviour Facilitator and must complete all missing work for the following day.
  + Assignments and projects handed-in after their due date be scored at a 10% deduction, per day late (20% for the weekend).

In recurrent cases, an administrative intervention may be required to return to class.

**Material List**

* The following material is expected in class by the Saturday following the beginning of class and must be in the student’s possession for every class (unless specified)
  + 1 ½-inch 3-ring binder for letter-format paper.
  + 10 dividers (2 packs of 5) for 3-ring binder.
  + 1 pack letter-sized lined-paper (to be replenish as needed).
  + 1 green paper 3-ring duo-tang with interior pockets (available for about 3sr at Jarir) – to give to teacher for communication file.
  + 1 HB pencils
  + 1 white eraser
  + 1 pencil sharpener with a closed receptacle
  + 1 blue or black pen
  + 1 red pen
  + 1 pen corrector or “White-out”
  + 12 coloring pencils
  + 1 30cm ruler
  + 2 highlighters (1 yellow and 1 blue)
  + Calculator
  + Pencil Case
  + 1 middle school or college dictionary (example: Webster, Collins...) – To be kept at home except for In-Class Writing sessions.
  + Reusable water bottle (if water desired during class)

**Extra Help**

* It is the student’s responsibility to seek extra help when he/she does not understand a particular topic.
* This extra help can sometimes be given during class, but most likely, it will need to occur outside of class time.
* The teacher is available, upon request and by appointment, at lunch. If a situation requires it, the teacher and student may meet after school, by appointment.

**Grading**

* An update will be sent home 4 times a term. This update will contain the marks to-date. It will need to be signed by a parent and returned to the teacher as directed. If necessary, a progress report may also be sent home at mid-term.
* Assessments and evaluations can be consulted at all times by the teacher, the student and the parent in the student’s English binder. All work, evaluations, assessments, “Classroom expectations & Academic Expectations” and the “Material, Grading and Extra Help” signed documents must, once returned to the student, stay in the English binder.
* This grading scheme is a guideline and can be modified by the teacher at anytime.
* Term 1 and 3:
  + 20 % - On-going assessment
  + 40 % - Tests (includes reading, literature, vocabulary, grammar assessments)
  + 30 % - Writing production
  + 10 % - Term Project
* Term 2 and 4:
  + 40 % Semester Exam (= 10 % of Year)
  + 12 % - On-going assessment
  + 24 % - Tests (includes reading, literature, vocabulary, grammar assessments)
  + 18 % - Writing production
  + 6 % - Term Project

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Student’s name) have read and understand the classroom and academic expectations, the material list, extra help policies, and grading scheme of this course and agree to adhere by them.

Signature of Student: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Parent’s Name), \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (relation to the student), have read and understand the classroom and academic expectations, the material list, extra help policies, and grading scheme of this course and I agree to help my child to adhere by them.

Signature of Parent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_